

INSIDE MAIL

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2015 APR 29 PM 4:45

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 125, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Lindley Kratonil
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 4/16/15 Return: 4/18/15  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Washington, DC Destination: Hot Springs, VA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Congressional Institute
6. Describe meetings and events attended: Attended events and meetings designed to give me a better understanding of Congressional workings and ways to perform my job better. Also attended networking functions.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box).
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature]

DATE: 4/29/15

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Elise Stefanik

DATE: 4/29/15

SIGNATURE OF SUPERVISING MEMBER: [Signature]



U.S. House of Representatives  
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

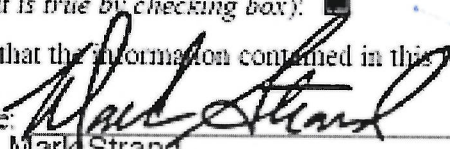
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): The Congressional Institute
2. Travel Destination(s): Hot Springs, VA
3. Date of Departure: April 16, 2015 Date of Return: April 18, 2015
4. Name(s) of Traveler(s): see attached list  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$208.08	\$294.52	\$20 - Parking
Accompanying Relative	\$0.00	\$0.00	\$0.00	

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
Name: Mark Strand Title: President  
Organization: The Congressional Institute

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1700 Diagonal Road #730  
Alexandria, VA 22314

Telephone number: 703-837-8812

Email Address: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Lindley Kratovil
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. Travel destination(s): The Omni Homestead, Hot Springs, VA
4. a. Date of departure April 16, 2015 Date of return: April 18, 2015  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
I will participating in the Chiefs of Staff retreat to strengthen my work  
relationships with other Member and Leadership offices. As a new  
Chief of Staff, these relationships are vital to the sucess of my office.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 3/11/15

Elvis M. Stefan  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): The Congressional Institute
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
See attached invitation list
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☒ Yes ☐ No
6. Date of departure: April 16, 2015 Date of return: April 18, 2015
7. a. City of departure: Washington, DC  
b. Destination(s): Hot Springs, VA  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
- b. N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:  
The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others.  
The Congressional Institute is the sole organizer and conductor of this event.
13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☒ Other ☐ (Specify: \_\_\_\_\_)
- b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost per day of meals (approximate cost may be provided):  
Thursday \$103.50, Friday \$182.70, Saturday \$32.40
- 2) Provide reason for selecting the location of the event or trip:  
Relative proximity to Washington, DC and capability to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: The Omni Homestead City: Hot Springs, Cost per night: \$83 + taxes
- Reason(s) for selecting: Proximity to DC, availability, and facility size
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$0	\$208	\$319
For each accompanying relative	\$0	\$0	\$241

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$20	parking
For each accompanying relative	\$0	

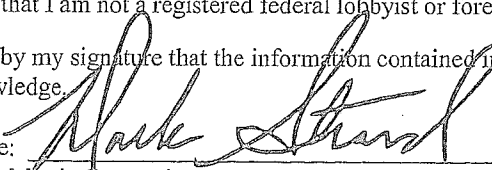
**NOTE: Willful or knowing misrepresentations on this form  
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Mark Strand

Name: \_\_\_\_\_

President

Title: \_\_\_\_\_

Organization: Congressional Institute

Address: 1700 Diagonal Road #730

Telephone number: 703-837-8812

Email address: Strand@conginst.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



Charles W. Dent, Pennsylvania  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Susan W. Brooks, Indiana  
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts  
Yvette D. Clarke, New York  
Ted Deutch, Florida  
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Clifford C. Stoddard, Jr.  
*Counsel to the Chairman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

April 13, 2015

Ms. Lindley Kratovil  
Office of the Honorable Elise Stefanik  
512 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Kratovil:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for April 16 to 18, 2015, sponsored by the Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Charles W. Dent  
Chairman

Linda T. Sánchez  
Ranking Member

CWD/LTS:kd

**Chiefs of Staff Retreat 2015**

Name			Institution	Reason Invited:
1	Will	Adams	Office of Rep. Amash	Chief of Staff
2	Rob	Adkerson	Office of Rep. Loudermilk	Chief of Staff
3	Eric	Amidon	Office of Rep. Zeldin	Chief of Staff
4	Gary	Andres	Committee on Energy and Commerce	Committee Staff Director
5	Paul	Anstine	Committee on Homeland Security	Committee Staff Director
6	Seth	Appleton	Office of Rep. Luetkemeyer	Chief of Staff
7	Tim	Baker	Office of Rep. Allen	Chief of Staff
8	Tim	Baker	Office of Rep. Graves (GA)	Chief of Staff
9	Brendan	Belair	Office of Rep. Collins (GA)	Chief of Staff
10	Kirk	Bell	Office of Rep. Sessions	Chief of Staff
11	Brooke	Bennett	Office of Rep. Hill	Chief of Staff
12	Eric	Bergren	Office of Rep. Guthrie	Chief of Staff
13	Tim	Berry	Office of the Leader	Leadership Staff
14	Chris	Bertram	Committee on Transportation and	Committee Staff Director
15	John	Billings	Office of Rep. Benishek	Chief of Staff
16	Igor	Birman	Office of Rep. McClintock	Chief of Staff
17	Brad	Bohannon	Office of Rep. Westmoreland	Chief of Staff
18	Eric	Bohl	Office of Rep. Hartzler	Chief of Staff
19	Robert	Boland	Office of Rep. Emmer	Senior Advisor
20	Taylor	Booth	Office of Rep. Whitfield	Chief of Staff
21	Casey	Bowman	Office of Rep. Herrera Beutler	Chief of Staff
22	David	Bowser	Office of Rep. Walters	Chief of Staff
23	Stephen	Boyd	Office of Rep. Roby	Chief of Staff
24	Ross	Branson	Office of Rep. Smith (MO)	Chief of Staff
25	Matt	Bravo	Office of the Whip	Leadership Staff
26	Matthew	Brennan	Office of Rep. Thompson	Chief of Staff
27	Kelli	Briggs	Office of Rep. Tiberi	Chief of Staff
28	Greg	Brophy	Office of Rep. Buck	Chief of Staff
29	Jennifer	Brown	Office of Rep. Smith (TX)	Chief of Staff
30	Jennifer	Brown	Committee on Science, Space and	Committee Staff Director
31	Marcus	Brubaker	Office of Rep. Posey	Chief of Staff



# Chiefs of Staff Retreat 2015

Name			Institution	Reason Invited:
32	Natalie	Buchanan	Office of the Leader	Leadership Staff
33	Buck	Buckalew	Office of Rep. Mullin	Chief of Staff
34	Eric	Burgeson	Office of Rep. Shuster	Chief of Staff
35	Stoney	Burke	Office of Rep. Hurd	Chief of Staff
36	Stuart	Burns	Office of Rep. Babin	Chief of Staff
37	Danielle	Burr	Office of the Leader	Leadership Staff
38	Brittany	Carey	Office of the Leader	Leadership Staff
39	Dustin	Carmack	Office of Rep. DeSantis	Chief of Staff
40	Ryan	Carney	Office of Rep. MacArthur	Chief of Staff
41	James	Carstensen	Office of Rep. Young (IA)	Chief of Staff
42	Jessica	Carter	Office of Rep. Fincher	Chief of Staff
43	Pat	Cauley	Office of Rep. Clawson	Chief of Staff
44	Jon	Causey	Office of Rep. Bucshon	Chief of Staff
45	Brian	Chatwin	Office of Rep. Mooney	Chief of Staff
46	John	Connell	Office of Rep. Young (IN)	Chief of Staff
47	Chris	Connelly	Office of Rep. Rigell	Chief of Staff
48	Derick	Corbett	Office of Rep. Woodall	Chief of Staff
49	Kelly	Craven	Office of the Speaker	Leadership Staff
50	Michael	Cravens	Office of Rep. Harper	Chief of Staff
51	Chris	Crawford	Office of Rep. Carter (GA)	Chief of Staff
52	Cindy	Crick	Office of Rep. Gowdy	Chief of Staff
53	Nick	Crocker	House Republican Conference	Leadership Staff
54	Mike	Cunnington	Office of Rep. Labrador	Chief of Staff
55	McKay	Daniels	Office of Rep. Ribble	Chief of Staff
56	Jen	Daulby	Office of Rep. Davis	Chief of Staff
57	Jonathan	Day	Office of Rep. Wilson	Chief of Staff
58	Muffy	Day	Office of Rep. Love	Chief of Staff
59	Pamela	Day	Office of Rep. Young (AK)	Chief of Staff
60	Ryan	Day	Office of Rep. Boehner	Chief of Staff
61	James	Deck	Office of Rep. Mica	Chief of Staff
62	Adam	Deguire	Office of Rep. Salmon	Chief of Staff

# Chiefs of Staff Retreat 2015

Name			Institution	Reason Invited:
63	Brendon	DeToro	Office of Rep. Walorski	Chief of Staff
64	Jeremy	Deutsch	House Republican Conference	Leadership Staff
65	Jon	DeWitte	Office of Rep. Huelsenga	Chief of Staff
66	Dino	DiSanto	Office of Rep. Joyce	Chief of Staff
67	Kelly	Dixon	Office of the Leader	Leadership Staff
68	Glen	Downs	Office of Rep. Jones	Chief of Staff
69	Andrew	Duke	Office of Rep. Hensarling	Chief of Staff
70	Will	Dunham	Republican Study Committee	Leadership Staff
71	Mattie	Duppler	House Republican Conference	Leadership Staff
72	Rick	Dykema	Office of Rep. Rohrabacher	Chief of Staff
73	Scott	English	Office of Rep. Sanford	Chief of Staff
74	Laurie	Esau	Office of Rep. Paulsen	Chief of Staff
75	Tal	Eslick	Office of Rep. Valadao	Chief of Staff
76	Arthur	Estopinan	Office of Rep. Ros-Lehtinen	Chief of Staff
77	Greg	Facchiano	Office of Rep. Heck	Chief of Staff
78	Susan	Falconer	Office of Rep. Comstock	Chief of Staff
79	Fred	Ferguson	Office of Rep. Chaffetz	Chief of Staff
80	Allan	Filip	Office of Rep. Bishop (MI)	Chief of Staff
81	Terri	Fish	Office of Rep. Boustany	Chief of Staff
82	Dean	Fisher	Office of Rep. Russell	Chief of Staff
83	Kevin	Fitzpatrick	Committee on Small Business	Committee Staff Director
84	Kevin	Fogarty	Office of Rep. King (NY)	Chief of Staff
85	Bart	Forsyth	Office of Rep. Sensenbrenner	Chief of Staff
86	Anthony	Foti	Office of Rep. Ross	Chief of Staff
87	Nancy	Fox	Office of Rep. Frelinghuysen	Chief of Staff
88	Jamie	Gahun	Office of Rep. Culberson	Chief of Staff
89	Dana	Gartzke	Office of Rep. Fleming	Chief of Staff
90	Brad	Gentile	Office of Rep. Katko	Chief of Staff
91	Pete	Giambastiani	Office of Rep. Rooney	Chief of Staff
92	Dee	Gillmore	Office of Rep. Forbes	Chief of Staff
93	Stacey	Glasscock	Office of Rep. Lucas	Chief of Staff

**Chiefs of Staff Retreat 2015**

Name			Institution	Reason Invited:
94	Cesar	Gonzalez	Office of Rep. Diaz-Balart	Chief of Staff
95	Bob	Goodlatte	U.S. House of Representatives	Speaker
96	Jenny	Gorski	Office of Rep. Trott	Chief of Staff
97	Justin	Grabelle	Office of Rep. Nugent	Chief of Staff
98	Christopher	Grant	Office of Rep. Collins (NY)	Chief of Staff
99	Scott	Graves	Office of Rep. Conaway	Chief of Staff
100	Scott	Graves	Committee on Agriculture	Committee Staff Director
101	Bill	Greene	Office of the Speaker	Leadership Staff
102	Bob	Griffitts	Office of Rep. Duncan (TN)	Chief of Staff
103	Mark	Gruman	Office of Rep. Cramer	Chief of Staff
104	Surya	Gunasekara	Office of Rep. Renacci	Chief of Staff
105	Connie	Hair	Office of Rep. Gohmert	Chief of Staff
106	Colby	Hale	Office of Rep. Williams	Chief of Staff
107	Hugh	Halpern	Committee on Rules	Committee Staff Director
108	Mike	Hamilton	Office of Rep. McKinley	Chief of Staff
109	John	Hammond	Office of Rep. Stutzman	Chief of Staff
110	Lori	Harju	Office of Rep. Brady	Chief of Staff
111	Derek	Harley	Office of Rep. Wenstrup	Chief of Staff
112	Mary Annie	Harper	Office of Rep. LoBlondo	Chief of Staff
113	Jeff	Harvey	Office of Rep. Reichert	Chief of Staff
114	Bob	Haueter	Office of Rep. Farenthold	Chief of Staff
115	Jonathan	Hayes	Office of Rep. Franks	Chief of Staff
116	Dave	Hell	Office of Rep. Johnson (TX)	Chief of Staff
117	Charles	Henry	Office of Rep. Scalise	Chief of Staff
118	Joan	Hillebrands	Office of Rep. Upton	Chief of Staff
119	Jean	Hinz	Office of Rep. Kline	Chief of Staff
120	Jim	Hippe	Office of Rep. Fleischmann	Chief of Staff
121	Elizabeth	Hittos	Office of Rep. Billrakis	Chief of Staff
122	Chris	Hodgson	Office of the Whip	Leadership Staff
123	Nate	Hodson	House Republican Conference	Leadership Staff
124	Hans	Hoeg	Office of Rep. Massie	Chief of Staff

# Chiefs of Staff Retreat 2015

Name		Institution	Reason Invited:
125	Scott Hommel	Office of Rep. Zinke	Chief of Staff
126	Brett Horton	Office of the Whip	Leadership Staff
127	Tyler Houlton	Office of Rep. Grothman	Chief of Staff
128	Adam Howard	Office of Rep. Turner	Chief of Staff
129	Ben Howard	Office of the Leader	Leadership Staff
130	Patrick Howell	Office of Rep. Jenkins (WV)	Chief of Staff
131	Renee Hudson	Office of Rep. Rokita	Chief of Staff
132	Bill Hughes	Office of the Whip	Leadership Staff
133	Christopher Hull	Office of Rep. King (IA)	Chief of Staff
134	Shelley Husband	Committee on the Judiciary	Committee Staff Director
135	Matt Hutson	Office of Rep. Poliquin	Chief of Staff
136	Austen Jensen	Office of Rep. McHenry	Chief of Staff
137	Monica Jirik	Office of Rep. Smith (NE)	Chief of Staff
138	Brad Jones	Office of Rep. Pittenger	Chief of Staff
139	Barrett Karr	Office of the Leader	Leadership Staff
140	Dave Karvelas	Office of Rep. Buchanan	Chief of Staff
141	Joseph Kaufman	Office of Rep. Bridenstine	Chief of Staff
142	Charlie Keller	Office of Rep. Goodlatte	Deputy Chief of Staff
143	Mark Kelly	Office of Rep. Huelskamp	Chief of Staff
144	Drew Kent	Office of Rep. Dent	Chief of Staff
145	Phil Kiko	Committee on Benghazi	Committee Staff Director
146	Phil Kiko	Committee on Benghazi	Committee Staff Director
147	Hans Klingler	Office of Rep. McCaul	Chief of Staff
148	Tucker Knote	Office of Rep. Holding	Chief of Staff
149	Jason Knox	Committee on Natural Resources	Committee Staff Director
150	Teresa Koeberlein	Office of Rep. Black	Chief of Staff
151	Trevor Kolego	Office of the Speaker	Leadership Staff
152	Tim Kolpien	Office of Rep. Reed	Chief of Staff
153	Lindley Kratovil	Office of Rep. Stefanik	Chief of Staff
154	Daniel Kroese	Office of Rep. Ratcliffe	Chief of Staff
155	Pete Larkin	Office of Rep. Goodlatte	Chief of Staff



# Chiefs of Staff Retreat 2015

Name		Institution	Reason Invited:
156	Jason Larrabee	Office of Rep. Denham	Chief of Staff
157	RJ Laukitis	Office of Rep. Walberg	Chief of Staff
158	Pat Leopold	Office of Rep. Jenkins (KS)	Chief of Staff
159	Luke Letlow	Office of Rep. Abraham	Chief of Staff
160	Joe Lillis	Office of Rep. Long	Chief of Staff
161	Riva Litman	House Republican Conference	Leadership Staff
162	Mike Long	Office of the Leader	Leadership Staff
163	Scott Luginbill	Office of Rep. Walker	Chief of Staff
164	Al Lytton	Office of Rep. Ellmers	Chief of Staff
165	Brian MacDonald	Office of Rep. Walden	Chief of Staff
166	Marshall Macomber	Office of Rep. Rogers (AL)	Chief of Staff
167	Adam Magary	Office of Rep. Lamborn	Chief of Staff
168	Andrew Malcolm	Office of Rep. Walden	Leadership Staff
169	Ted Maness	Office of Rep. Nunnelee	Chief of Staff
170	Corry Marshall	Office of Rep. Gibbs	Chief of Staff
171	Josh Martin	Office of Rep. Thornberry	Chief of Staff
172	Margaux Matter	Office of Rep. Fortenberry	Chief of Staff
173	Rick May	Committee on the Budget	Committee Staff Director
174	Kelly McCollum	Office of Rep. Griffith	Chief of Staff
175	Matt McCullough	Office of Rep. Bost	Chief of Staff
176	Dan McFaul	Office of Rep. Miller (FL)	Chief of Staff
177	Shannon McGahn	Committee on Financial Services	Committee Staff Director
178	Katherine McGuire	Office of Rep. Hultgren	Chief of Staff
179	Sean McLaughlin	Committee on Oversight and Government	Committee Staff Director
180	Chara McMichael	Office of Rep. Weber	Chief of Staff
181	Evan McMullin	House Republican Conference	Leadership Staff
182	Pete Meachum	Office of Rep. Duffy	Chief of Staff
183	Shannon Meade	Office of Rep. Granger	Chief of Staff
184	Carrie Meadows	Office of Rep. Newhouse	Chief of Staff
185	Chris Meekins	Office of Rep. Harris	Chief of Staff
186	Douglas Menorca	Office of Rep. Messer	Chief of Staff

**Chiefs of Staff Retreat 2015**

Name		Institution	Reason Invited:
187	Joyce Meyer	Committee on Ways and Means	Committee Staff Director
188	Matt Meyer	Office of Rep. Roe	Chief of Staff
189	Vicki Middleton	Office of Rep. Hunter	Chief of Staff
190	Bruce Miller	Office of Rep. Amodei	Chief of Staff
191	Jamie Miller	Office of Rep. Wittman	Chief of Staff
192	Jonas Miller	Office of Rep. Carter (TX)	Chief of Staff
193	James Min	Office of Rep. McCarthy	Chief of Staff
194	Todd Mitchell	Office of Rep. Lance	Chief of Staff
195	Vivian Moeglein	Office of Rep. Westerman	Chief of Staff
196	Sean Moran	Committee on House Administration	Committee Staff Director
197	Jeff Morehouse	Office of Rep. Flores	Chief of Staff
198	Christian Morgan	Office of Rep. Wagner	Chief of Staff
199	David Mork	Office of Rep. Roskam	Chief of Staff
200	Susan Mosychuk	Office of Rep. Murphy	Chief of Staff
201	Lauren Muglia	Office of Rep. Perry	Chief of Staff
202	Melissa Murphy	Office of Rep. Rouzer	Chief of Staff
203	Sean Murphy	Office of Rep. Cole	Chief of Staff
204	Shaughnessy Murphy	House Republican Conference	Leadership Staff
205	Dave Natonski	Office of Rep. Yoder	Chief of Staff
206	Pepper Natonski	Office of Rep. Hudson	Chief of Staff
207	Tyler Nelson	Office of Rep. Olson	Chief of Staff
208	Dale Neugebauer	Office of Rep. Issa	Chief of Staff
209	Gabe Neville	Office of Rep. Pitts	Chief of Staff
210	Mary Noonan	Office of Rep. Smith (NJ)	Chief of Staff
211	David Orosco	Office of Rep. Knight	Chief of Staff
212	Lee Padilla	Office of Rep. Sessions	Leadership Staff
213	Annie Palisi	Office of the Speaker	Leadership Staff
214	Scott Parker	Office of Rep. Bishop (UT)	Chief of Staff
215	Dave Peluso	House Republican Conference	Leadership Staff
216	David Peluso	Office of Rep. McMorris Rodgers	Chief of Staff
217	Mark Pettitt	Office of Rep. Brooks (AL)	Chief of Staff

**Chiefs of Staff Retreat 2015**

Name		Institution	Reason Invited:
218 Mike	Platt	Office of Rep. Blackburn	Chief of Staff
219 Parker	Polling	Office of Rep. McHenry	Leadership Staff
220 Amy	Porter	Office of Rep. Royce	Chief of Staff
221 Dave	Ramey	Office of Rep. Calvert	Chief of Staff
222 Omar	Raschid	Office of Rep. Yoho	Chief of Staff
223 Bart	Reising	Office of the Whip	Leadership Staff
224 Brian	Reil	Office of Rep. Aderholt	Chief of Staff
225 Brandon	Renz	Office of Rep. Foxx	Chief of Staff
226 Michael	Ricci	Office of the Speaker	Leadership Staff
227 Jim	Richardson	Office of Rep. Pompeo	Chief of Staff
228 Craig	Roberts	Office of Rep. Shimkus	Chief of Staff
229 Jamie	Roe	Office of Rep. Miller (MI)	Chief of Staff
230 Mark	Roman	Office of Rep. Schock	Chief of Staff
231 Mary	Rosado	Office of Rep. Barr	Chief of Staff
232 Justin	Roth	Office of Rep. McCally	Chief of Staff
233 Jay	Ruals	Office of Rep. Guinta	Chief of Staff
234 Lynnel	Ruckert	Office of the Whip	Leadership Staff
235 Tom	Rust	Committee on Ethics	Committee Staff Director
236 Gina	Santucci	Office of Rep. Poe	Chief of Staff
237 Paul	Sass	Office of Rep. Graves (MO)	Chief of Staff
238 Megan	Savage	Office of Rep. Brooks (IN)	Chief of Staff
239 Paul	Sawyer	Office of Rep. Graves (LA)	Chief of Staff
240 Lauryn	Schothorst	Office of Rep. Costello	Chief of Staff
241 Alex	Schrivier	Office of Rep. Byrne	Chief of Staff
242 Brian	Schubert	Office of Rep. Meehan	Chief of Staff
243 Roy	Schultheis	Office of Rep. Curbelo	Chief of Staff
244 Oliver	Schwab	Office of Rep. Schweikert	Chief of Staff
245 Kevin	Seifert	Office of Rep. Ryan	Chief of Staff
246 Caitlin	Shannon	Office of Rep. Nunes	Chief of Staff
247 Tom	Sheehy	Committee on Foreign Affairs	Committee Staff Director
248 Brendan	Shields	Committee on Homeland Security	Committee Staff Director

**Chiefs of Staff Retreat 2015**

Name		Institution	Reason Invited:
249	Alex Shively	Office of Rep. Rothfus	Chief of Staff
250	Jeff Shockey	Committee on Intelligence	Committee Staff Director
251	Jonathan Shuffield	Office of Rep. Westerman	Chief of Staff
252	Jonah Shumate	Office of Rep. Crawford	Chief of Staff
253	Erin Slefring	Office of Rep. Brat	Chief of Staff
254	Bob Simmons	Committee on Armed Services	Committee Staff Director
255	Al Simpson	Office of Rep. Mulvaney	Chief of Staff
256	Kelly Simpson	Office of Rep. Hurt	Chief of Staff
257	Kris Skrzycki	Office of Rep. Price	Chief of Staff
258	Lindsay Slater	Office of Rep. Simpson	Chief of Staff
259	James Slepian	Office of Rep. Dold	Chief of Staff
260	Amy Smith	Office of Rep. Garrett	Chief of Staff
261	Kevin Smith	Office of the Speaker	Leadership Staff
262	Paul Smith	Office of Rep. Blum	Chief of Staff
263	Will Smith	Committee on Appropriations	Committee Staff Director
264	William Smith	Office of Rep. Palmer	Chief of Staff
265	Mike Smullen	Office of Rep. Johnson (OH)	Chief of Staff
266	John Sobel	Office of Rep. Cook	Chief of Staff
267	Mike Sommers	Office of the Speaker	Leadership Staff
268	David Sours	Office of Rep. Hice	Chief of Staff
269	Mark Spannagel	Office of Rep. LaMalfa	Chief of Staff
270	Drake Springer	House Republican Conference	Leadership Staff
271	Jo-Marie St. Martin	Office of the Speaker	Leadership Staff
272	Brian Steed	Office of Rep. Stewart	Chief of Staff
273	Mike Steel	Office of the Speaker	Leadership Staff
274	Ben Stein	Office of Rep. Coffman	Chief of Staff
275	Sarah Stevens	Office of Rep. King (IA)	Chief of Staff
276	David Stewart	Office of the Speaker	Leadership Staff
277	John Stipicevic	Office of the Leader	Leadership Staff
278	Jordan Stolck	Office of Rep. Noem	Chief of Staff
279	Justin Stokes	Office of Rep. Hanna	Chief of Staff



**Chiefs of Staff Retreat 2015**

Name		Institution	Reason Invited:
280 Casey	Street	Office of Rep. Palazzo	Chief of Staff
281 Kelle	Strickland	Office of Rep. Burgess	Chief of Staff
282 Erica	Striebel	Office of Rep. Crenshaw	Chief of Staff
283 Matthew	Strola	Office of Rep. Kelly	Chief of Staff
284 Julianne	Sullivan	Committee on Education and Labor	Committee Staff Director
285 Ryan	Tarrant	Office of Rep. Moolenaar	Chief of Staff
286 Alan	Tennille	Office of Rep. Hardy	Chief of Staff
287 Brian	Thomas	Office of Rep. Marchant	Chief of Staff
288 David	Thomas	Office of Rep. Rogers (KY)	Chief of Staff
289 Ryan	Thompson	Office of Rep. Barton	Chief of Staff
290 Anne	Thorsen	Office of the Speaker	Leadership Staff
291 Bill	Tighe	Office of Rep. Marino	Chief of Staff
292 Jon	Towers	Committee on Veterans Affairs	Committee Staff Director
293 Stephanie	Valle	Office of Rep. Gibson	Chief of Staff
294 Thomas	Van Flein	Office of Rep. Gosar	Chief of Staff
295 Richard	Vaughn	Office of Rep. DesJarlais	Chief of Staff
296 Andrea	Waldock	Office of Rep. Barletta	Chief of Staff
297 Beau	Walker	Office of Rep. Womack	Chief of Staff
298 Frank	Walker	Office of Rep. Webster	Chief of Staff
299 Ryan	Walker	Office of Rep. Latta	Chief of Staff
300 Jennifer	Watson	Office of Rep. Rice	Chief of Staff
301 Austin	Weatherford	Office of Rep. Kinzinger	Chief of Staff
302 Mark	Wellman	Office of Rep. Chabot	Chief of Staff
303 Kenny	West	Office of Rep. Meadows	Chief of Staff
304 Kyle	Whatley	Office of Rep. Fitzpatrick	Chief of Staff
305 Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
306 John David	White	Office of Rep. Jolly	Chief of Staff
307 Jeanette	Whitener	Office of Rep. Neugebauer	Chief of Staff
308 Tom	Wiblemo	Office of Rep. Lummis	Chief of Staff
309 Todd	Willens	Office of Rep. Pearce	Chief of Staff
310 Lance	Williams	Office of Rep. Duncan (SC)	Chief of Staff

# Chiefs of Staff Retreat 2015

Name		Institution	Reason Invited:
311 Leafalna	Yahn	Office of Rep. Radewagen	Chief of Staff
312 Ray	Yonkura	Office of Rep. Jordan	Chief of Staff
313 Joby	Young	Office of Rep. Scott	Chief of Staff
314 Eric	Zulkosky	Office of the Whip	Leadership Staff
315 Nicholas	Zupancic	Office of Rep. Tipton	Chief of Staff



**Chiefs of Staff Retreat  
Agenda**

**Thursday, April 16, 2015**

<b>3:30 PM</b>	<b>Check-In</b>	<b>Garden Room Main Level</b>
<b>4:00 PM</b>	<b>Welcome</b> Mark Strand, Congressional Institute	<b>Regency Ballroom East Lower Level</b>
<b>4:05 PM</b>	<b>Lay of the Land</b> Moderator: Mark Strand, Congressional Institute Dave Winston, The Winston Group	<b>Regency Ballroom East Lower Level</b>
<b>5:00 PM</b>	<b>Think Different</b> Alex Castellanos, New Republican	<b>Regency Ballroom East Lower Level</b>
<b>6:30 PM</b>	<b>Reception</b>	<b>Mt Vernon &amp; Stratford Rooms Main Level</b>
<b>7:00 PM</b>	<b>Dinner</b> Keynote Speaker: Erik Weihenmayer, Touch the Top	<b>Regency Ballroom West Lower Level</b>

**Friday, April 17, 2015**

<b>7:30 AM</b>	<b>Breakfast</b>	<b>Regency Ballroom West Lower Level</b>
<b>8:45 AM</b>	<b>Why Are You a Conservative?</b> Arthur Brooks, American Enterprise Institute	<b>Regency Ballroom East Lower Level</b>
<b>9:45 AM</b>	<b>Charting the Course</b> Moderator: Mark Strand, Congressional Institute Mike Summers, Office of the Speaker Tim Berry, Office of the Majority Leader Lynnel Ruckert, Office of the Majority Whip Jeremy Deutsch, House Republican Conference	<b>Regency Ballroom East Lower Level</b>
<b>11:00 AM</b>	<b>Findings of the Congressional Institute Survey of Millennials</b> Neil Howe, Author of <i>Millennials Rising</i>	<b>Regency Ballroom East Lower Level</b>

<b>12:15 PM</b>	<b>Lunch</b> Keynote Speaker: Chuck Todd, <i>Meet the Press</i>	<b>Regency Ballroom West</b> Lower Level
<b>1:45 PM</b>	<b>Maintaining the Ethical and Legal Boundaries Between Your Official Office and Campaign Operation</b> Rob Simms, NRCC	<b>Regency Ballroom East</b> Lower Level
<b>3:00 PM</b>	<b>Building a Modern Organization from the Bottom Up in a Competitive Environment</b> Tim Westergren, Pandora Radio	<b>Regency Ballroom East</b> Lower Level
<b>4:00 PM</b>	<b>Budget Reconciliation – What It Is and What It Isn't</b> Douglas Holtz-Eakin, American Action Forum	<b>Regency Ballroom East</b> Lower Level
<b>5:15 PM</b>	<b>Break Out Sessions</b>	
	<b>Issue #1: Digital Primer</b> Don Seymour, Facebook Andrew Ladner, Google and YouTube	<b>Piedmont Room</b> Lower Level
	<b>Issue #2: Common Ethics Pitfalls</b> Jan Baran, Wiley Rein LLP Rob Walker, Wiley Rein LLP Elliot Berke, Berke Farah LLP	<b>Blue Ridge Room</b> Lower Level
<b>6:30 PM</b>	<b>Reception</b>	<b>Mt Vernon &amp; Stratford Rooms</b> Main Level
<b>7:00 PM</b>	<b>Dinner</b> Keynote Speaker: Leonard Wheeler, former NFL Player	<b>Regency Ballroom West</b> Lower Level

**Saturday, April 18, 2015**

<b>7:30 AM</b>	<b>Breakfast</b>	<b>Regency Ballroom West</b> Lower Level
<b>8:30 AM</b>	<b>Breakfast Club: Best Practices for Congressional Offices</b> Moderator: Mark Strand, Congressional Institute Greg Facchiano, Rep. Joe Heck Charlie Keller, Rep. Bob Goodlatte	<b>Regency Ballroom East</b> Lower Level
<b>9:30 AM</b>	<b>Best Practices for Customer (Constituent) Service</b> Amber Flack, Uber	<b>Regency Ballroom East</b> Lower Level
<b>10:30 AM</b>	<b>Best Practices for Promoting a Healthy Office Culture</b> Brian Huseman, Amazon	<b>Regency Ballroom East</b> Lower Level
<b>12:00 PM</b>	<b>End of Retreat</b>	